



Policy: 4440
Procedure: 4440.04
Chapter: Education
Rule: Education Staff, Off-Campus
Professional Training

Effective: 7/30/08
Replaces: 4440.04
Dated: 10/10/1997

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) education employees may attend off-campus professional conferences, workshops in their assigned teaching fields, or appropriate correctional training during on-duty hours if attendance has been approved by the Education Principal. Requests for training to be paid by ADJC Education Division shall be subject to the availability of funds.

Rules:

1. The **EDUCATION PRINCIPAL** shall:
 - a. Monitor budgeted funds for educational staff to attend off-campus staff development sessions;
 - b. Review and approve or disapprove travel costs prior to training sessions.
 - c. Consult with the Education Superintendent to determine applicability of training;
 - d. Schedule employees to attend the approved training and ensure individual travel requests are completed; and
 - e. Review with employees who attended off-campus training the information learned and the benefits of the oral and/or written presentation.

Signature Date

4/14/08

Approved by Process Owner

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham, Director